

**SFA Financial Management System (FMS) Project**  
**Contract Status Report (Monthly)**  
**December 6, 1999 – December 31, 1999**

**I. Progress against Planned Tasks (12/6/99 - 12/31/99)**

Planned Tasks	Results
<ul style="list-style-type: none"> <li>Prepare for FMS Integrated Product Team (IPT) Kickoff Presentation meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Developed key messages and outline for FMS Kickoff Presentation.</li> <li>Developed final Kickoff Presentation and conducted appropriate previews with Core Team members.</li> <li>Scheduled FMS Kickoff meeting for January 4, 2000 at 2:30pm.</li> <li>Finalized IPT team members for project (expanded list of Core Team members, finalized Distribution List).</li> <li>Drafted IPT narrative as handout for FMS Kickoff meeting.</li> <li>Reviewed final Kickoff Presentation with Executive Sponsor.</li> <li>Scheduled follow-up meeting with IPT team members to discuss design activities and resource requirements.</li> <li>Confirmed logistics/setup for Kickoff meeting.</li> </ul>
<ul style="list-style-type: none"> <li>Update Project Plan/Weekly Schedule for Conceptual Design phase.</li> </ul>	<ul style="list-style-type: none"> <li>Finalized Project Plan (guiding project activities over course of Design Phase) and 2-week rolling schedule (guiding activities over 2 week period).</li> <li>Defined potential team structure and staffing requirements for discussion with Core Team members.</li> <li>Reviewed high-level Project Plan and deliverable list with client management.</li> </ul>
<ul style="list-style-type: none"> <li>Develop Migration Approach for FMS implementation and identify possible pilot strategies</li> </ul>	<ul style="list-style-type: none"> <li>Developed potential Migration Approach for FMS implementation (including possible pilot strategies) for use in guiding project management activities and for coordinating with other ED efforts.</li> <li>Reviewed and discussed potential Migration Approach/Pilot Strategies with Executive Sponsor.</li> </ul>
<ul style="list-style-type: none"> <li>Define/initiate development of Conceptual Design deliverables.</li> </ul>	<ul style="list-style-type: none"> <li>Identified and developed draft deliverable examples for the Conceptual Design Phase and discussed with Core Team.</li> <li>Finalized Deliverable list for FMS Conceptual Design phase.</li> <li>Initiated development of Design Deliverable (consisting of Business Requirements document, Gap Analysis, Interface designs and configuration/conversion documents).</li> <li>Established and configured Oracle Applications pilot instance.</li> <li>Incorporated JFMIP Guaranty Agency and Direct Loan requirements into Business Requirements document.</li> <li>Began to schedule functional design requirements sessions with user community.</li> <li>Initiated development of functional design session approach/agenda.</li> </ul>
<ul style="list-style-type: none"> <li>Initiate coordination/knowledge sharing with other SFA efforts</li> </ul>	<ul style="list-style-type: none"> <li>Met with the Enterprise Architecture team to discuss current status/concerns.</li> </ul>

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	<ul style="list-style-type: none"> <li>Met with CSC Data Encyclopedia team to discuss current status/integration points with the FMS effort.</li> </ul>

**II. Activities Planned for Next Period (1/4/00 – 1/31/00)**

Planned Activities
<ul style="list-style-type: none"> <li>Review final detailed Project Plan with client management, IPT team members and Executive Sponsor.</li> <li>Finalize schedule for functional design requirements sessions.</li> <li>Finalize agenda/approach for functional design requirements sessions.</li> <li>Conduct functional design requirements sessions.</li> <li>Continue to develop Design Deliverables (Requirements Mapping, Interface Designs).</li> <li>Identify potential gaps between Business Requirements and Application Design.</li> <li>Conduct FMS IPT Kickoff Meeting (rescheduled for January 4<sup>th</sup>).</li> <li>Train Core Team on Oracle applications &amp; capabilities (scheduled for week of 1/10-1/14).</li> <li>Continue to work with PMO to coordinate with other initiatives (e.g., scope, inter-dependencies).</li> <li>Identify potential functional scenarios/data to incorporate into Solution Demonstration.</li> <li>Conduct Solution Demonstration.</li> </ul>

**III. Issues Needing Management Attention (as of 12/31/99)**

The following section is intended to inform management and team members about project risk areas and their potential consequences. Risks are evaluated in terms of their potential impact on meeting the target completion date (**schedule**), increasing project costs (**cost**), and/or decreasing quality of deliverables (**quality**).

RISK	SYMPTOMS	RESPONSES	Severity of Impact	Probability of Occurrence	Ability to Control	DATE Reduced by 50%	DATE Complete	Resp
1. Project schedule dates will be missed for Conceptual Design phase	<ul style="list-style-type: none"> <li>Contract not approved/signed between Andersen Consulting and Oracle as of 12/31/99</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	High	High	Med			Contract team

**V. Progress against Schedule**

Please see the attached Microsoft Project Workplan.

**VI. Resource Status**

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**Current Contractor Resources - FMS Team**

NAME	ORG'N
Aldridge, Cynthia	AC
Dowling, Scott	AC
Razesh, Dave	AC
Irani, Nahid	AC
Beck, Tom	Oracle
McCann, Brian	Oracle
Jordan, Sherri	Oracle
Toffey, Anne	Oracle
Lohr, Pat	Oracle
Devereaux, James	Oracle